

## UWSJC 2021 FUNDING REQUEST APPLICATION

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This application is for all applicants requesting funding for the 2021 calendar year. Please read the application instructions carefully.

**Important:**

- ✓ **New applicants please submit a Letter of Interest via email by November 9, 2020 to [unitedwaysjc@rockisland.com](mailto:unitedwaysjc@rockisland.com)**

**Application Due Date:**

**Monday, November 23, 2020 at 5 p.m.** Please submit electronically to [unitedwaysjc@rockisland.com](mailto:unitedwaysjc@rockisland.com)

**Before you Apply:**

If you are unfamiliar with any of the following, please review on our website or request copies from the UWSJC office:

What We Fund

United Way of San Juan County Community Impact Goals - **Your program must address at least one of the stated goals.**

Budget Instructions

2021 Application

**The Application:**

**Download and print the application template or save it as a PDF or Word document that you can fill out email to us:**

- ✓ Open the template to a Word or PDF document and type in your answers. Write as much information as necessary to answer the questions directly, in the order they are given. There is no page limit, but please be as concise as possible.
- ✓ The questions should remain in your text as a guideline. Please **do not** alter the order of questions, change the formatting, remove or omit items.
- ✓ Even if your agency is applying for multiple programs, only one submission is required.
- ✓ When finished, save application in PDF or Word format and email the completed application to: [unitedwaysjc@rockisland.com](mailto:unitedwaysjc@rockisland.com) **before 5 p.m. on November 23, 2020.**

**IMPORTANT: Late submissions will not be considered.**

## **Summary of Application Requirements for All Applicants**

### **Part I.**

- A. Funding Request Form
- B. Grant Application Cover Letter
- C. Grant Proposal Narrative
- D. Budget Worksheet(s)
- E. Budget Narrative

### **Part II**

- A. Your organization's most recent Annual Report or a written summary of the prior year's activities
- B. Your most recent audited financial statement or IRS form 990
- C. A roster of your current Board of Directors

### **PROGRAMS NOT FUNDED BY UWSJC IN THE LAST 5 YEARS MUST ALSO INCLUDE ONE COPY OF EACH OF THE FOLLOWING:**

- A. Articles of Incorporation
- B. IRS Non-Profit Status Letter
- C. Risk Management Plan / Insurance Verification

United Way of San Juan County Application for 2021 Funding

*Live United for Better Education, Income Stability, and Community Health  
Join the Movement.*

**United Way of San Juan County Community Impact Goals**

a. Education

- i. 100% of children in San Juan County will be ready for kindergarten.
- ii. 100% of middle school students in San Juan County will demonstrate proficiency in life skills.
- iii. 100% of youth in San Juan County will have received the skills and information to enable them to determine a successful career.

b. Income Stability

- i. 75% of individuals in San Juan County will demonstrate proficiency in personal financial management.
- ii. 90% of households will obtain the education needed for living wage employment.
- iii. 90% of households will obtain adequate housing.

c. Health

- i. 100% of children 0 to 5 will have adequate nutrition and healthcare year-round.
- ii. 100% of San Juan County households will have the knowledge of tools regarding Adverse Childhood Experiences.
- iii. 90% of San Juan County residents will report a usual place for health care.
- iv. 80% of seniors will feel comfortable with their level of independence.



**Part I Requirements**

**Part A. Funding Request Form**

✓ Please place this form as the **first page** of your electronic application packet (before the cover letter).

Agency Name:	
Program Name (if different):	
Mailing Address:	
Physical Address:	
City, State Zip:	
Primary Contact/Title:	
Phone:	
E-Mail:	
Website:	
Social Media link addresses: Facebook: Twitter: Other:	
Federal EIN (Tax ID):	
Funding Request: \$	
Total number served by agency (unduplicated, most recent year):	
Area of Focus: UWSJC Community Impact Goals (number and letter(s))	

✓ Please retain this page break.

## Part B. Cover Letter

- ✓ Please insert your cover letter AFTER Part A, above.

## Part C. Summary of Current Activities

1. What were your program's proven results this year?
  - How many were served by the program?
  - What outcomes were achieved? Please provide detail and numbers/summarize outcome reports.
  - Please describe how outcomes were measured – what measurement tools were used?
2. What barriers or obstacles did you experience this year? How will you mitigate them in the upcoming year?
3. Provide a success story and at least one photo reflecting how your program has changed someone's life. Please note that these stories and photos are intended for possible publication.
  - **DO NOT** submit stories and/or photos that have been submitted to us in the past.
  - **Please indicate whether you are doing the first or second option.**
  - **First Option: (Preferred):** Please provide a specific success story with actual names and a photo. These are intended for publication by UWSJC.
  - **Second Option:** Provide a success story and a photo reflecting your program's work. The name may be changed for confidentiality.

**If you are a current supported program and have submitted information for the UWSJC newsletter, an additional submission is not necessary.**

## United Way of San Juan County Application for 2021 Funding

### Part D. Upcoming Year Proposal Narrative

1. Describe what you do in 50 words or less, as if you are speaking to a prospective major donor. This description will be used in UWSJC news or website.
2. Describe significant changes in your organization over the last 12 months.
3. Community Impact Goals: Please answer all of the following questions for each impact listed in Part A:
  - a. What need has been identified in your impact area? Please use specific numbers and cite source(s). (For example: 10 homeless children in the community have been identified by the SJI Family Resource Center.)
    - i. How do you plan to address the need? Please note your total capacity, with numbers to be served by each program (if applicable).
    - ii. How will UWSJC funding support your mission?
  - b. What specific strategies does your program currently employ to address the stated need? How will UWSJC funding help your program successfully achieve positive impact in this area?
  - c. What root causes exist? What root causes are being addressed by this program and/or community partners? Which are not being addressed? Why?
  - d. What additional resources need to be developed to achieve lasting changes in your impact area?
  - e. For what, specifically, will the grant money be used in the coming year? Please detail numbers and briefly state how clients qualify for assistance (if applicable).
4. Please list community partners and stakeholders in your impact area(s) and how you plan to involve them in the implementation of your program(s).

### Part E. Budget Worksheets

- ✓ Two budget worksheets are attached, one for the agency as a whole, one for the specific program. If your agency and program are the same, **ONLY** fill out the budget for the agency. Otherwise please fill out both.
- ✓ The budget worksheets are examined carefully by the Allocations Committee. The budgets must be accurate, balanced, and must show your grant request amount. **Present** and **future** budgeted income and expenses must balance (if they do not, please explain any discrepancies in the **Budget Narrative** section).
- ✓ The upcoming year's budget includes the United Way grant for which you are applying. You may add or modify categories if needed.

**Part F. Budget Narrative**

- ✓ Do not exceed 1 page.
- ✓ Provide a picture of your overall budget for the funding year. Include costs regarding personnel, supplies and training.
- ✓ Also include any significant changes, such as one-time grants from other funders, cuts in funding or other events.
- ✓ If part of a regional or larger organization, please provide financial data **for your local program only**.
- ✓ Please be specific in all areas where you indicated that you have other sources of income of expenditures.
- ✓ Use additional categories, and/or additional pages if necessary. If the budget does not balance, YOU MUST EXPLAIN.

United Way of San Juan County Application for 2021 Funding

Agency Name: \_\_\_\_\_

How Many Programs do you offer? \_\_\_\_\_

- ✓ If part of a regional or larger organization, please provide financial data **for your local program only**.
- ✓ If your agency only runs one program, or if program and agency are the same entity, only fill out this Agency Budget Worksheet.

2019 Actual		2020 Budget		2021 Estimated Budget	
<b>Revenue</b>		<b>Revenue</b>		<b>Revenue</b>	
Donations		Donations		Donations	
Grants/Govt. Funds		Grants/Govt. Funds		Grants/Govt. Funds	
Client Fees		Client Fees		Client Fees	
From Other Orgs.		From Other Orgs.		From Other Orgs.	
United Way of S.J.C.		United Way of S.J.C.		United Way of S.J.C.	
Other (explain)		Other (explain)		Other (explain)	
Other (explain)		Other (explain)		Other (explain)	
<b>Total</b>		<b>Total</b>		<b>Total</b>	
<b>Expenses</b>		<b>Expenses</b>		<b>Expenses</b>	
Salaries		Salaries		Salaries	
Benefits		Benefits		Benefits	
Payroll taxes		Payroll taxes		Payroll taxes	
Supplies		Supplies		Supplies	
Utilities		Utilities		Utilities	
Communications		Communications		Communications	
Insurance		Insurance		Insurance	
Transportation		Transportation		Transportation	
Rent		Rent		Rent	
Other (explain)		Other (explain)		Other (explain)	
<b>Total</b>		<b>Total</b>		<b>Total</b>	



United Way of San Juan County Application for 2021 Funding

Program Name: \_\_\_\_\_

- ✓ If your agency runs multiple programs, please fill out both budget worksheets.
- ✓ If part of a regional or larger organization, please provide financial data for your San Juan County program only.

2019 Actual		2020 Budget		2021 Estimated Budget	
<b>Revenue</b>		<b>Revenue</b>		<b>Revenue</b>	
Donations		Donations		Donations	
Grants/Govt. Funds		Grants/Govt. Funds		Grants/Govt. Funds	
Client Fees		Client Fees		Client Fees	
From Other Orgs.		From Other Orgs.		From Other Orgs.	
United Way of S.J.C.		United Way of S.J.C.		United Way of S.J.C.	
Other (explain)		Other (explain)		Other (explain)	
Other (explain)		Other (explain)		Other (explain)	
<b>Total</b>		<b>Total</b>		<b>Total</b>	
<b>Expenses</b>		<b>Expenses</b>		<b>Expenses</b>	
Salaries		Salaries		Salaries	
Benefits		Benefits		Benefits	
Payroll taxes		Payroll taxes		Payroll taxes	
Supplies		Supplies		Supplies	
Utilities		Utilities		Utilities	
Communications		Communications		Communications	
Insurance		Insurance		Insurance	
Transportation		Transportation		Transportation	
Rent		Rent		Rent	
Other (explain)		Other (explain)		Other (explain)	
<b>Total</b>		<b>Total</b>		<b>Total</b>	

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- ✓ Please submit your completed application to [unitedwaysjc@rockisland.com](mailto:unitedwaysjc@rockisland.com)  
by 5 p.m. November 23, 2020

Questions? Please email or call 360 378-4121. Good luck!